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To: County Birth to 3 Program Coordinators  
County Department of Human Services Directors  
County Department of Social Services Directors  
County Department of Community Programs Directors  
Area Administrators

From: Deborah Rathermel, Director  
Bureau of Children's Services

## Birth to 3 Program Operations Guide

### Background

The Wisconsin Birth to 3 Program is a statewide early intervention program for infants and toddlers under the age of three with developmental delays and disabilities. The program is authorized under the federal [Individuals with Disabilities Education Act \(IDEA\), Part C](#) and [Wis. Admin. Code ch. DHS 90](#). The U.S. Department of Education, Office of Special Education Programs (OSEP) is the federal administering agency. The Wisconsin Department of Health Services (DHS) contracts with counties to operate the Wisconsin Birth to 3 Program at the local level.

As indicated in the state/county contract, each local Birth to 3 Program is responsible for operating the Birth to 3 Program in accordance with directives that exists in:

- Federal and state statute and regulations
- Memos and guidance documents issued by OSEP and DHS
- DHS forms and publications
- Technical assistance communications

### Purpose

The [Birth to 3 Program Operations Guide, P-03138](#), captures the essential program requirements needed for local Birth to 3 Programs to operationalize the program. This guide is to be used by local Birth to 3 Programs and their subcontracted entities to effectuate local operations.

### Birth to 3 Program Operations Guide

The Birth to 3 Program Operations Guide includes an introduction, program overview, and 12 chapters. These chapters cover the following topics:

- Chapter 1 - Program Administration
- Chapter 2 - Fiscal
- Chapter 3 - Identification and Referral
- Chapter 4 - Eligibility Requirements
- Chapter 5 - Screening
- Chapter 6 - Evaluations

- Chapter 7 - Assessments
- Chapter 8 - Service Coordination
- Chapter 9 - Individualized Family Service Plans
- Chapter 10 - Services
- Chapter 11 - Transitions
- Chapter 12 - Procedural Safeguards

The Birth to 3 Program Operations Guide has been finalized and published after soliciting and incorporating comprehensive stakeholder input. It is available on the [Birth to 3 Program Operations Guide webpage](#).

### **Birth to 3 Program Operations Guide Updates**

DHS will update the Birth to 3 Program Operations Guide periodically to stay current and consistent with evolving federal and state policy. Ongoing updates will be announced via email by DHS. Sign up for email updates or access your subscriber preferences on the [DHS website](#).

### **Assistance**

Local Birth to 3 Programs should direct questions regarding requirements in the Birth to 3 Program Operations Guide to their [Birth to 3 Program Children and Family Program Specialist](#).